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HANDBOOK
FOR THE
LEGISLATIVE ASSISTANTS
(AIDES)



OF THE
BOARD OF SUPERVISORS
CITY AND COUNY OF SAN FRANCISCO

DOCUMENTS DEPT.

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INTRODUCTION

This handbook is designed to provide the Board of Supervisors' Legislative Assistants (Aides) with a guide and/or reference tool. For legal questions contact the City Attorney's Office. While this handbook provides general information, it may be necessary to consult with the Clerk of the Board or a City Attorney regarding specific issues and to refer to the Board's Rules of Order.

GLORIA L. YOUNG
Clerk of the Board

NOTE: An electronic version of this handbook is available on the Office of the Clerk of the Board's computer system. For assistance, please contact the Office Information Systems staff.

REFERENCES

The following documents are available to individual Aides, and are on San Francisco's official web site: www.sfgov.org

1. Board of Supervisors' Brochure
2. Supervisors' Handbook
3. Rules of Order
4. Sunshine Ordinance

I. Branches of Government

The City and County of San Francisco government consists of two branches: the Executive and Legislative.

Legislative Branch

The Charter of the City and County of San Francisco states that the Board of Supervisors (Board) shall meet and transact its business according to rules, which it shall adopt. The Board shall act only by written ordinance or resolution, except that it may act by motion on matters over which the Board has exclusive jurisdiction. All legislative acts shall be by ordinance. An ordinance or resolution may be introduced before the Board by a member of the Board, a committee of the Board, or the Mayor, and shall be referred to and reported upon by an appropriate committee of the Board. An ordinance or resolution may be prepared in committee and reported out to the full Board for action, consistent with the public notice laws of the City. Except as otherwise provided in this Charter, passage of an ordinance or a resolution shall require the affirmative vote of a majority of the members of the Board. An ordinance shall deal with only one subject matter, except that appropriations ordinances may cover appropriations with respect to any number of subjects. The title of each ordinance shall clearly reflect the content of the ordinance.

Executive Branch

The Mayor shall be the chief executive officer and the official representative of the City and County, and shall serve full time in that capacity. The Mayor shall devote his or her entire time and attention to the duties of the office, and shall not devote time or attention to any other occupation or business activity. The Mayor shall enforce all laws relating to the City and County, and accept service of process on its behalf.

II. Board

The Board members were first elected by district on November 7, 2000. The present members are:

<u>District</u>	<u>Supervisor</u>	<u>Term Commences</u>
1	Jake McGoldrick	January 8, 2005
2	Michela Alioto-Pier	January 8, 2007
3	Aaron Peskin	January 8, 2005
4	Ed Jew	January 8, 2007

5	Ross Mirkarmi	January 8, 2005
6	Chris Daly	January 8, 2007
7	Sean Elsbernd	January 8, 2005
8	Bevan Dufty	January 8, 2007
9	Tom Ammiano	January 8, 2005
10	Sophie Maxwell	January 8, 2007
11	Gerardo Sandoval	January 8, 2005

<u>Supervisor</u>	<u>Phone</u>	<u>Fax</u>
Alioto-Pier, Michela Michela.Alioto-Pier@sfgov.org	554-7752	554-7843
Ammiano Tom Tom.Ammiano@sfgov.org	554-5144	554-6255
Daly, Chris Chris.Daly@sfgov.org	554-7970	554-7974
Dufty, Bevan Bevan.Dufty@sfgov.org	554-6968	554-6909
Elsbernd, Sean Sean.Elsbernd@sfgov.org	554-6516	554-6546
Jew, Ed Ed.Jew@sfgov.org	554-7460	554-7432
Maxwell, Sophie Sophie.Maxwell@sfgov.org	554-7670	554-7674
McGoldrick, Jake Jake.McGoldrick@sfgov.org	554-7410	554-7415
Mirkarimi, Ross Ross.Mirkarimi@sfgov.org	554-7630	554-7634
Peskin, Aaron Aaron.Peskin@sfgov.org	554-7450	554-7454

DISTRICTS

For a description of the boundaries for each district, refer to the San Francisco Charter, Elections Chapter, Sec. 13.110 (Also available on the San Francisco's official web site: www.sfgov.org)

DISTRICT MAP (Refer to http://www.sfgov.org/site/bdsupvrs_index.asp?id=4385)

Aides are encouraged to refer to the Supervisor's Handbook for additional information.

III. Aides to Supervisors

Supervisors may select two aides. Aides are exempt employees and serve at the pleasure of the individual Supervisor. The aides provide staff support for the Board of Supervisors and act as a liaison with the community. The Clerk of the Board is the appointing officer although in practice Board members (Supervisors) select their legislative aides. Supervisors interested in hiring aides should contact the Payroll/ Personnel Administrator in the Clerk's Office for assistance prior to making the appointment. The aides interact with the Office of the Clerk of the Board, the City Attorney's Office, the Budget Analyst's Office, Office of the Legislative Analyst, and other departments.

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Aides are covered by the Retirement System from the first day of work, unless they are part time or temporary. Aides get two weeks vacation a year, and are eligible to use the time after completing a year of work. Aides are eligible for sick leave after working for six months. Aides are eligible to take four floating holidays per fiscal year after working six months, pursuant to the Local 21 MOU, effective July 1, 2006 through June 30, 2009. Aides have health insurance beginning with the first day of the pay period following their start date.

Each Supervisor normally has the services of aides full time except for normal vacations and sick leave. Therefore, when unusual circumstances arise in which an aide is on family medical leave, and when sufficient funds have been appropriated, the Clerk of the Board is authorized to appoint, at the request of the Supervisor, a temporary replacement at the lowest pay level for 12 weeks while the permanent aide is on paid family medical leave.

LIST OF AIDES

The Office of the Clerk of the Board updates the list of the Aides on a regular basis. A copy will be provided to each Aide.

COMMITTEE MEETINGS

The Board Committees and its members are designated by the President. The Board Committees consists of three or more Supervisors. The Committees consider items that have been referred to them by the President or by the Board. The President may appoint a Board Member to fill a quorum of the Committee. The meetings and meeting times vary as a result of the number of Committees.

COMMITTEE CHAIRS AND COMMITTEE CLERKS

The President appoints the Committee Chairpersons. The Committee Clerks provide assistance and support to Committee Chairs and assist in preparing the respective agenda. Committee Clerks keep a "pending list" of all items that have been referred to committee. Committee Clerks also notify Chairs about deadlines for consideration of certain legislation. In selecting items to be heard at a committee meeting, Chairs may only select items, which have been referred to the committee.

IV. Clerk of the Board/Legislative Administrator

The Clerk of the Board is the Legislative Administrator for this branch of government. The Clerk of the Board's primary role is to provide administrative support to the Board of Supervisors and its other organizations: (1) Office of Legislative Analyst, which assists the Board in addressing policy and municipal issues through research and analysis. (2) Assessment Appeals Board, which allows taxpayers to appeal their property tax assessment; (3) Youth Commission, which advises Board members and the Mayor on issues related to children and youth; and (4) Sunshine Ordinance Task Force, which advises the Board and provides information to other City departments on appropriate ways to implement the Sunshine Ordinance. In addition, the Clerk of the Board administers the Budget Analyst contract, and is Executive Officer of the San Francisco Local Agency Formation Commission.

BUDGET BOARD/CLERK OF THE BOARD

It is approximately \$10,000,000. A breakdown is available on request.

ORGANIZATION CHART (See Appendix A)

WHOM TO CALL - QUICK REFERENCE GUIDE (See Appendix B)

COMMON FOLDER (See Appendix C)

A series of subfolders, which are used by the Clerk of the Board to post and share information, templates, policies, etc., with Supervisors' offices and their aides.

V. San Francisco's Legislative Process

LEGISLATIVE ACTIONS

Legislation consists of ordinances (municipal regulations or laws), resolutions (formal expression of intention, opinion, or will), and occasionally formal motions (a proposal for action). Six votes are required to pass ordinances, resolutions and motions unless a greater number is required by State law, Charter provision, Ordinance or Board Rule. The Rules of Order contain an index to votes required on various matters. A majority of those present is required to amend proposed measures and to approve most parliamentary motions.

Ordinances are prepared by the City Attorney and approved as to form by the City Attorney. A Supervisor may request a draft of an ordinance by submitting a request on an "introduction" form to the Clerk, who then requests the City Attorney to prepare the ordinance. The Supervisor may also make the request directly to the City Attorney (format and sample are found in the Common Folder under shared forms and templates).

Resolutions are usually prepared by the office of the sponsoring Supervisor or prepared by staff within a City department (format and sample are found in the Common Folder under shared forms and templates).

Motions are usually prepared by the office of the sponsoring Supervisor or prepared by staff within a City department (format and sample are found in the Common Folder under shared forms and templates).

LEGISLATIVE DIGEST

The Board requests the City Attorney's office to provide, as a routine practice, a brief digest of each proposed ordinance of more than two pages, preferably so that it is available at the time of ordinance introduction. The Board asks that each digest be brief and explain in as simple English as possible the effects of

the ordinance on existing law. A cover letter from a department head may summarize the legislation.

INTRODUCED LEGISLATION

An ordinance or resolution is introduced in writing by a member of the Board by presenting it to the Clerk, pursuant to Board rules, or by presenting it in a Board meeting. When a department head, or a commission established by the Charter, proposes an ordinance or resolution, it is normally brought to the Office of the Clerk of the Board prior to and considered introduced by the Board President at that time. Monday noon, listed at the rear of the Board agenda for the second following Tuesday's agenda,

SUNSHINE ORDINANCE

The Sunshine Ordinance is a combination open meeting law and public record law. A copy of the full text is provided to each Supervisor. The text of the Sunshine Ordinance is available on the Board of Supervisors' web site.

THE LEGISLATIVE PROCESS:

FIRST STEP: Write the legislation. Ordinances are normally prepared by the City Attorney at the request of a Supervisor, the Mayor, a department head, or a commission, based on a draft or other written request. The City Attorney must approve an ordinance as to form before its introduction. The City Attorney prepares a brief digest of any ordinance of more than two pages.

Resolutions, if not bond related, are normally prepared by a Supervisor or by a department requesting the action. More complex resolutions are sometimes prepared by the City Attorney based on a draft submitted by a Supervisor or department. Citizens occasionally submit drafts of proposed resolutions to individual Supervisors. Resolutions authorizing grant expenditures must be accompanied by a Grant Information Sheet and by a "disability access checklist," and before submittal be approved by the Mayor and by the Controller's Grants Division. Resolutions concerning interim zoning controls and bonds must first be approved by the City Attorney.

SECOND STEP: Have the legislation introduced. Supervisors, the Mayor, and department heads submit ordinances and resolutions to the Clerk for introduction. Supervisors may also introduce requests for committee hearings on a subject matter without having legislation. Upon introduction, the President of the Board refers legislation and subject matter hearing requests to one of the standing committees for public hearing.

THIRD STEP: Have the legislation placed on a **committee agenda**. Committee chairs have jurisdiction on whether and when to calendar matters for

hearing. Legislation is advertised to be heard at a committee meeting. Committees may not consider matters that have not been advertised in the official newspaper. There are some items that require special notices prior to hearing. Check with the Committee Clerk.

FOURTH STEP: Obtain a **recommendation** from the committee. The public is invited to attend and to speak on any matter before the committee. In order to be sent to the full Board, legislation needs the votes of two of the three members of a committee, as introduced or as amended by the committee. A committee may send legislation to the full Board "without recommendation" or with recommendation of "do not pass." Other common committee actions are to "continue for one month," "continue to the call of the chair," or "table." If a committee has not acted on an ordinance or resolution within 30 days after its referral to committee, any member of the Board may cause the matter to be "called from committee" and considered by the full Board at the next meeting (Refer to the Rules of Order). The Board, by a two-thirds vote, may waive the thirty-day rule (Refer to Rules of Order regarding Committee Hearing on Major Policy Issues Deferred for 30 Days).

FIFTH STEP: Obtain the majority **vote** (six of the eleven members) of the Board. For ordinances, this must be done at two separate meetings. On some matters, such as overruling the Planning Commission, eight votes are required. A few urgent or very routine resolutions are adopted on the day they are introduced, without being referred to committee. Such matters require a unanimous vote of the Supervisors present.

SIXTH STEP: Obtain the **approval** of the Mayor. Legislation is sent to the Mayor no later than the day after approval by the Board. The Mayor then has 10 calendar days to approve or veto legislation. If the Mayor approves an ordinance it normally goes into effect 30 days after that approval. If the Mayor approves a resolution it goes into effect immediately. If the Mayor vetoes legislation, it becomes effective only if eight members of the Board vote within 30 days to override the veto. If the Mayor neither approves nor vetoes, the legislation is deemed approved.

Most introductions of ordinances, resolutions and formal motions by Supervisors occur by submitting a form to the Clerk. However, at a Board meeting, after completion of the Board's action on legislation submitted by committees, each member is afforded an opportunity during "roll call" to introduce matters they have not previously submitted to the Clerk, including ordinances or resolutions for reference to committee, requests for hearings to be held to consider specific problems, and requests that letters of inquiry be sent. Under recent amendments to the Ralph M. Brown Act (the state law concerning open meetings) and San Francisco's Sunshine Ordinance, the Board cannot take action on items not on the agenda except in very, very limited circumstances.

The following requirements for introductions have been adopted by the Board, or are found in State law, the Charter, or are necessary for the implementation of those provisions:

Requests, signed by at least one sponsor, shall be time stamped, and placed in the Clerk's in box.

When requests for introduction are received by the Clerk, which are identical or essentially identical to a request received earlier, the Clerk shall not accept the new introduction, but shall inform the requesting Supervisor of the fact so that the second Supervisor joins in the sponsorship with the earlier sponsor.

The Clerk requests that all legislation submitted to the Clerk include an original and four copies.

Regarding Planning matters, an ordinance which amends the Planning Code, or a resolution which imposes interim zoning controls, shall be referred by the Clerk after its introduction to the Planning Commission or Department as required without the necessity of a motion.

Legislation significantly concerning small business or youth is referred to the Small Business Commission or the Youth Commission, as appropriate, for comment.

The text supplied by a Supervisor for a Letter of Inquiry should begin "Supervisor X inquires..." Resolutions may "urge," but letters from the Board should not "urge."

A request for financial information from the Budget Analyst may be made by a member of the Board. A request for a management audit or special project should be made through a written motion introduced and referred to committee before Board action. The Board adopts an annual list of management audits and special projects to be done by the Budget Analyst and recommends audits to be undertaken by the Controller's Audit Division.

A request for legislative analysis or research on major policy matters by the Office of Legislative Analyst may be made by the Board.

An ordinance or resolution, after introduction, is referred to one of the standing committees by the President in accordance with Board rules. On some occasions, a measure is referred to a joint committee.

For major policy matters, the Board has a rule, which provides that legislation, which will create, or significantly change City policy may not be heard by the Board committee until 30 days after its introduction. Under the rule, the Clerk,

subject to reversal by the Board President, determines whether the legislation meets the standard of the rule. (Refer to the Rules of Order)

EFFECTIVE DATE OF ORDINANCES

Most ordinances become effective at the beginning of the 31st day after approval by the Mayor. That is so that during the 30-day period voters can sign a referendum petition. Most resolutions become effective on signature by the Mayor.

PREPARING ORDINANCES, RESOLUTIONS AND MOTIONS

The City Attorney normally writes ordinances.

Checklist for Ordinances.

_____ The original and four copies of the ordinance approved as to form by the City Attorney, and five complete sets of any background information, must be accompanied by a cover letter requesting passage, stating reasons, time factors, the name and telephone number of a contact person.

_____ ****All proposed legislation must be e-mailed to BOS Legislation.
Legislation introduced on Roll Call must be e-mailed
prior to the Board meeting day or on the Board meeting day.**

The original paper copy must be on paper with red vertical lines and numbered lines. Page 1 must have "File No." in upper left and "Ordinance No." in upper right. Subsequent pages have red vertical lines and line numbers, but no reference to File number or Ordinance number at top. Note: If you use the BOS boilerplate, J/Groups/Common/Shared Forms and Templates/Legislation Boilerplate it will print the header and line numbers in the margin automatically but you must use the red line paper with no numbers (Order paper from Reproduction Bureau).

_____ Beginning on line 1, in brackets [], type a short subject phrase or a Plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. It must be brief, concise and written in plain, easily understood English, single spaced, consisting of no more than 250 characters/spaces. Insert two returns (equal to four-line spacing).

_____ Double space the legal title of the ordinance in bold print (Arial, 12, Bold). **Title in bold, using upper and lower sentence case, always start with the word "Ordinance" followed by a word ending in "ING" (a gerund), and ends with a period (.)**

- ___ Insert two returns between Title and Text. Text, double spaced, in normal print, (Arial, 12).
- ___ Nothing is stapled to the ordinance.
- ___ If reference is made to related material, use the language "on file with the Clerk of the Board of Supervisors in File No. (leave at least 15 blank spaces), which is hereby declared to be a part of this ordinance as if set forth fully herein". (Note: Related materials must be submitted at the time the ordinance is delivered.)
- ___ If longer than two pages, it must be accompanied by a brief Legislative Digest prepared by City Attorney.
- ___ If appropriation ordinance, the Controller must approve before submittal.
- ___ If an emergency ordinance, the title ends with "; an emergency measure." and the text states the nature of the emergency.
- ___ If amending a municipal code, name the specific code and section numbers in title.
- ___ Contains no Whereas clauses, but may have a findings section.
- ___ Must be approved as to form by City Attorney.
- ___ Title explains purpose of change to existing law. If adding new Chapter to any municipal codes, the new section numbers must also be cited in the title.
- ___ Ordinance must be confined to one subject which is clearly expressed in the title.
- ___ Ordinance starts "Be it ordained by the People of the City and County of San Francisco:"
 - If the ordinance amends any Municipal Code, immediately following the title is
 - NOTE: Additions are *italic, Times New Roman*;
 - deletions are ~~strikethrough italic, Times New Roman~~
 - Board amendment additions are double underlined.
 - Board amendment deletions are ~~strikethrough normal~~.
- ___ The sponsor of the Ordinance is listed in the footer, lower left corner of first page. (Note: To insert sponsor name, click "View"; select "Header and Footer"; click the left box to switch to the footer and enter name of Supervisor or Department.)
 - Checklist for Resolutions.
- ___ The original and four copies of the resolution, and five complete sets of any background information, must be accompanied by a cover letter requesting

passage, stating reasons, time factors, the name and telephone number of a contact person, and appropriate department/board/commission approvals.

All proposed legislation must be e-mailed to BOS Legislation.

Legislation introduced on Roll Call must be e-mailed prior to the Board meeting day or on the Board meeting day.

The original paper copy must be on paper with red vertical lines and numbered lines. Page 1 must have "File No." in upper left and "Resolution No." printed in upper right. Subsequent pages have red vertical lines and line numbers, but no reference to File number or Resolution number at top.

Note: If you use the BOS boilerplate, **J/Groups/Common/Shared Forms and Templates/Legislation Boilerplate** it will print the header and line numbers in the margin automatically but you must use the red line paper with no numbers (Order paper from Reproduction Bureau).

- _____ Beginning on line 1, in brackets [], type a short subject phrase or a Plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. It must be brief, concise and written in plain, easily understood English, single spaced, consisting of no more than 250 characters/spaces. Insert two returns (equal to four-line spacing).
- _____ Double-space the legal title of the resolution in bold print (Arial, 12, Bold). **Title is in bold using upper and lower sentence case, always starts with the word "Resolution" followed by a word ending in "ING" (a gerund), and ends with a period (.). (i.e. Resolution urging the State Legislature to adopt Assembly Bill 17 relating to...)**
- _____ Insert two returns between Title and Text. Text is double spaced, in normal print (Arial, 12).
- _____ The word WHEREAS is in all caps, indented five spaces, followed by a comma, and the sentence begins with a capital letter.
- _____ A Whereas clause, if followed by another whereas clause, ends "; and,"
- _____ A Whereas clause, if followed by a resolved clause, ends"; now, therefore, be it"
- _____ A Resolved clause, if followed by another resolved clause, ends "; and, be it"
- _____ Subsequent Resolved clauses, begins "FURTHER RESOLVED,"
- _____ Nothing is stapled to the resolution.
- _____ If reference is made to related material, use the language "on file with the Clerk of the Board of Supervisors in File No. (leave at least 15 blank spaces), which is

hereby declared to be a part of this resolution as if set forth fully herein". (Note: Related materials must be submitted at the time the resolution is delivered.)

_____ If reference is made to voiding an earlier resolution, it is called "rescinding" (not repealing).

_____ If resolution relates to a bond measure, it must be approved as to form by the City Attorney.

_____ If resolution approves a grant expenditure, the resolution must be approved by the Mayor and by the Controller's Grants Division, and be accompanied by required supporting data.

_____ If resolution is to be forwarded to federal or state legislative or administrative officials, it should end with: "FURTHER RESOLVED, That a copy of this resolution be forwarded to His Honor, the Mayor, with a request that he transmit copies to (e.g. the members of Congress from San Francisco and the United States Senators from California) with a request they take all action necessary to achieve the objectives of this resolution."

_____ If a resolution is endorsing or opposing federal or state legislation, a copy of the bill must be attached.

_____ The sponsor of the resolution is listed in the footer, lower left corner of first page. (Note: To insert sponsor name, click "View; select "Header and Footer"; click the left box to switch to the footer and enter name of Supervisor or Department.)

Checklist for Motions.

_____ The original and four copies of the Motion, and five complete sets of any background information, must be accompanied by a cover letter requesting passage, stating reasons, time factors, the name and telephone number of a contact person, and appropriate department/board/commission approvals.

****All proposed legislation must be e-mailed to BOS Legislation.**

Legislation introduced on Roll Call must be e-mailed prior to the Board meeting day or on the Board meeting day.

_____ The original paper copy must be on paper with red vertical lines and numbered lines. Page 1 must have "File No." in upper left and "Motion No." in upper right. Subsequent pages have red vertical lines and line numbers, but no reference to File number or Motion number at top.

Note: If you use the BOS boilerplate, (**J/Groups/Common/Shared Templates/Legislation Boilerplates**) will print the header and line numbers in

the margin automatically but you must use the red line paper with no numbers (Order paper from Reproduction Bureau).

Beginning on line 1, in brackets [], type a short subject phrase or a Plain English description if the legal title is not clear and specific to alert a person of average intelligence and education. Be brief, concise and written in plain, easily understood English, single-spaced, consisting of no more than 250 characters/spaces. Insert two returns (equal to four line spacing).

Double space the legal title in bold print (Arial, 12, bold).

Title is in bold using upper and lower sentence case. The title always starts with the word "Motion" followed by a word ending in "ING" (a gerund), and ends with a period (.). (i.e. Motion asking the Legislative Analyst to report on Assembly Bill 17.)

Insert two returns between Title and Text. Text is double spaced, in normal print (Arial, 12).

The word MOVED is in all caps, indented five spaces, followed by a comma, and the sentence begins with a capital letter.

If you need to cite some introductory statement of fact, use the Whereas format before you do the Moved clause.

The word WHEREAS is in all caps, indented five spaces, followed by a comma, and the sentence begins with a capital letter.

A Whereas clause, if followed by another whereas clause, ends "; and,"

A Whereas clause, if followed by a "MOVED" clause, ends "; now, therefore, be it"

A Moved clause, if followed by another moved clause, ends "; and, be it"

Subsequent moved clause begins "FURTHER MOVED,"

Nothing is stapled to the original copy of the motion.

If reference is made to related material, use the language "on file with the Clerk of the Board of Supervisors in File No. (leave at least 15 blank spaces), which is hereby declared to be a part of this motion as if set forth fully herein. (Note: Related materials must be submitted at the time the motion is delivered.)

The sponsor of the motion is listed in the footer, lower left corner of first page. (Note: To insert sponsor name, click "View"; select "Header and Footer"; click the left box to switch to the footer and enter name of Supervisor or Department.)

Refer to Appendix D for a chart associated with legislative actions.

PREPARATION OF COMMITTEE AGENDAS

After reference to Committee, the proposed ordinance or resolution is then placed on a list of matters pending before a Committee, a list titled the "pending list," and is distributed to each Supervisor. Supervisors sponsoring specific legislation may inform Committee Chairs whether they desire their measures or requests for hearing to be calendared. The Committee Chair informs the Committee Clerk which items are to be calendared from the pending list. The Committee Clerk then prepares an agenda and provides for the appropriate notice to occur.

HEARINGS AT BOARD COMMITTEES

A Supervisor may request, either through the Clerk, pursuant to Board rules, or at the "roll call" portion of a Board meeting, that a Committee hearing be held to consider a specific subject matter.

Hearings are held on measures at the Committee level, usually in the Board's Committee hearing room.

ORDER OF BUSINESS

The Budget Analyst or Legislative Analyst, as appropriate, provides specific information and/or recommendations, and reports, if applicable. The Committee Chair asks the Committee Clerk to read the item. The clerk then reads the title. The sponsor of the legislation (a Supervisor or department representative) then briefly describes the purpose of the legislation. Other City officials, such as the Controller, may testify. The floor is then open for public testimony. When the public has concluded testimony, the chair declares the hearing closed and the matter in the hands of the Committee. The Committee may send the measure to the full Board with or without a recommendation. The Committee may also table a measure or continue it to a date certain or to the "Call of the Chair." If the hearing was not on an ordinance or resolution but instead was on a subject matter, the Committee may "Prepare in and report out of Committee" appropriate related legislation.

The Rules of Order requires that the text of Code amendments or Charter amendments be available in the Board file for a week prior to hearing.

If a measure is in Committee for more than 30 days it may be called out of Committee at a Board meeting by a Supervisor and will be considered by the Board at the following meeting.

If a measure (other than a Charter amendment), or a request for hearing referred to Committee, has not been heard for five consecutive calendar months, the Clerk notes

the fact on the pending list and unless the item is calendared at the next meeting, it is deemed inactive and filed. The procedure for reactivating items is contained in the Rules of Order.

Because public testimony on proposed legislation is heard at Committee meetings, public testimony does not occur at meetings of the full Board. Exceptions exist for appeals from Planning Commission actions, and when a full Board hearing is required by law.

BOARD MEETINGS

Board meetings are held at 2:00 p.m. on each Tuesday afternoon except when Tuesday is a holiday, in which case the meeting is held, on the following business day. The Board usually does not meet on the Tuesday between Christmas and the end of the year, or on the Tuesday after Thanksgiving. The Board and its Committees occasionally hold off-site meetings

RULES OF ORDER

The Board conducts business according to its Rules of Order, although the Board uses Robert's Rules of Order on points not covered by the Board's Rules. The Rules of Order are provided to the Board members under separate cover.

BOARD MEMBER ABSENCES FROM A MEETING

Supervisors who plan to miss a Board meeting or committee meeting should file a form with the Clerk stating the date of departure, the date of return, and the dates of any Board meetings and committee meetings to be missed. The Clerk will ensure that absent members are excused from attendance, a requirement of the Rules of Order.

PROTOCOL DURING BOARD MEETINGS

Department staff, Aides and others are not allowed on the floor of the Chamber during Board meetings. If there is a need to communicate with a Supervisor, the aide and/or staff member should come to the doorway or rail and wait. The Sergeant at Arms will deliver messages or items to the Supervisors.

The Clerk makes up the Board agenda in accordance with the Rules of Order. Board meeting agendas are based on actions of previous Board meetings and on referrals from committees, so you will know much of the agenda content in advance of the agenda preparation. The agenda includes recommendations made by Committees, which meet prior to 9:00 am on a Thursday with the exception of legislation reported to the full Board by the Rules Committee at a Wednesday committee meeting must be submitted to the Clerk of the Board by 12:00 noon. **Thursday** afternoon Board agendas are distributed in hard copy form to the Supervisors and staff. Agendas and packet materials are usually available via Internet by Friday afternoon. On Friday at noon,

printed agendas are available at the counter of the Office of the Clerk of the Board for public distribution. Agendas appear in the official newspaper, currently the San Francisco Independent, in Saturday's editions.

BOARD ACTION

Ordinances must be passed twice by the Board before they become laws (except for emergency ordinances, which must be real emergencies and require 8 votes). When the Board acts favorably the first time on an ordinance it is considered "passed on first reading." When the Board acts favorably the second time it is considered "finally passed."

Resolutions and motions are adopted after only one favorable vote.

APPEALS FROM PLANNING COMMISSION DECISIONS

Conditional Use Appeal

There are four key dates controlled by Planning Code Section 308.1.

1. Date of Planning Commission Action. Most commonly on a Thursday.
2. Date Appeal is Filed. The appeal must be filed with the Clerk of the Board and be signed by the owners of 20% of the land within 300 feet or subscribed by five members of the Board of Supervisors. (The signature on the appeal of members of the Board shall not be deemed to be any indication of their position on the merits of the appeal but rather shall indicate only that they believe there is sufficient public interest and concern in the matter to warrant a hearing by the Board of Supervisors.)

The appeal must be filed within 30 days of the Planning Commission action. If the 30th day falls on a non-work day the appeal may be filed by 5 p.m. of the following business day. (This is often the case since the 30th day after a Thursday is a Saturday. In such a case the appeal may be filed by 5 p.m. the following Monday.) There is a filing fee. Check with the Planning Department, which maintains a fee schedule.

3. Date Set for Hearing. The Clerk sets a day for the hearing. The date may not be set for less than 10, nor more than 30 days, after the Date Appeal is Filed.
4. Date of Board Decision. The Board must act within 30 days of the Date Set for Hearing, but if the full Board is not present at the last meeting during that 30 day period, the Board may postpone the decision, a week at a time, until the full membership is present, but not more than 90 days after the Date Appeal is Filed. Failure of the Board to act within these time limits constitutes approval by the Board of the Planning Commission action.

Appeal Filing - Environmental Impact Report

Section 31.16 Administrative Code

Who May File an Appeal: Any person or entity that has submitted comments on a draft EIR, in writing during the public review period or orally or in writing at a public hearing on the EIR, may appeal.

Filing Deadline: The notice of appeal must be filed within 20 calendar days after Planning Commission's certification of the EIR.

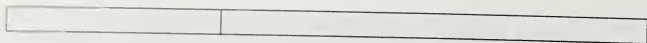
Where to File: You can file your appeal with the Clerk of the Board of Supervisors. If more than one person submits a letter of appeal, the Board shall consolidate such appeals so that they are heard simultaneously.

Fee: \$400.00 payable to the Planning Department
Section 31.22 Admin Code. (Ord. 185-06)

Hearing Date: Appeal hearings are scheduled promptly.
Section 31.16. (b) Admin Code

Section 31.16 (e) Admin Code - Timing of Board Action

Filing Period	Within 20 calendar days after Planning Commission's certification of the EIR.
Where to File	Clerk of the Board and Environmental Review Officer (ERO) (Original with Clerk and Copy to ERO, Planning)
Fee	\$400 payable to the Planning Department
What to File	Notice of Appeal (letter) Copy of the Planning Commission's Certification of the EIR.



**INTERIM PROCEDURES
FOR FILING APPEALS
CALIFORNIA ENVIRONMENTAL QUALITY ACT
ENVIRONMENTAL EXEMPTIONS
AND
NEGATIVE DECLARATIONS
9/1/06**

1. Any person may file an appeal application with the Clerk of the Board of Supervisors. Appellant fee is \$400 for appeals to the Board of Supervisors for environmental determinations, including the certification of an EIR, a negative declaration and determination of a categorical exemption. (CEQA). When submitting your appeal request, you must also provide a check for \$400 made payable to the Planning Department. (Ord. No. 185-06) (Attached Waiver Form)

2. Appeals shall be accepted by the Clerk only during the regular business hours of the Clerk's Office (8am-5pm on workdays) at City Hall.

3. The Clerk's Office may require the use of an appeal form. Information provided by appellants when filing an appeal shall include (but not be limited to) the following: the names, mailing addresses, telephone numbers and signatures of all appellants who are filing the appeal; a listing of any other known CEQA, conditional use and/or encroachment appeals that have been filed (or are expected to be filed within thirty days) with the Board of Supervisors on the project which is the subject of the appeal. The Clerk shall advise appellants that if there are multiple appeals pending, they may be consolidated for review and consideration before the Board of Supervisors. The Clerk shall also advise appellants that only those persons who are signatories to the appeal request shall be considered as appellants.

4. Appellants shall submit with the appeal a copy of the document or decision that is being appealed.

a. For negative declarations, appellants shall provide proof that they have appealed a preliminary negative declaration to the Planning Commission, and that the Planning Commission has upheld the negative declaration. Proof of completion of this process shall be in the form of a final Planning Commission resolution or motion, signed by the Secretary of the Commission, upholding the negative declaration.

b. For exemptions, appellants shall provide proof that the Planning Department, or other Department, has issued an exemption. Proof of completion of this process shall be in the form of a copy of the exemption signed by the issuing department.

5. An appeal shall be accepted with notice given to the appellants that the acceptance is conditioned upon the City Attorney's Office determining that the appeal has been filed in a timely manner. The City Attorney shall make such determination within three working days of receiving the Clerk's request for review. Within seven

working days of the filing of the appeal the Clerk shall mail notice to the appellants of the acceptance or rejection of the appeal.

6. In order to advise members of the public and City staff why an appeal has been filed, appellants shall be requested to state the specific grounds for the appeal.

7. Appellants shall be encouraged by the Clerk of the Board to submit in writing by noon on the Monday of the week prior (8 days prior) to the scheduled consideration of an appeal any written documents or statements the appellants wish to submit in support of their position. Filing these documents with the Clerk by noon on the previous week's Monday will allow members of the public and members of the Board of Supervisors the opportunity to review and consider the materials presented prior to the hearing on the pending appeal. The Clerk of the Board shall immediately forward a copy of all written documents submitted in support of any such appeal to the Department whose decision is being appealed.

8. The Clerk shall schedule an appeal of a negative declaration or exemption before the full Board of Supervisors within a reasonable period of time, not to exceed forty-five days from the date the appeal was filed with the Clerk of the Board.

9. Notice of the appeal shall be provided by mail to the appellants and to all organizations and individuals who, not less than eleven (11) days prior to the date of the hearing, have registered with the Clerk's office or the Planning Commission's office to receive such notice. Registration forms shall be available at the Clerk's Office in City Hall during business hours. The Clerk's Office must receive registration forms no later than the close of business on the 11th day (usually a Friday) before the date of the hearing. If the hearing date is continued or withdrawn, the Clerk's Office will not send a subsequent notice concerning the new hearing date. All interested parties shall be encouraged to consult the City's website (www.sfgov.org) for current Board of Supervisors meeting and agenda information. Appeal hearings will be specially scheduled at 4:00 pm during regularly scheduled meetings, which are held weekly on Tuesdays.

Board of Supervisor Appeals of Environmental Determinations

The appellant fee is \$400 for appeals to the Board of Supervisors for environmental determinations, including the certification of an EIR, a negative declaration and determination of a categorical exemption. (CEQA) When submitting your appeal request, you must also provide a check for \$400 made payable to the Planning Department. (Ord. No. 185-06)

Fee Waivers. The Planning Department will waive the \$400 fee if the applicant is the representative of a neighborhood organization and meets required criteria, or the applicant is indigent and can demonstrate that paying \$400 would interfere with his or her ability to provide for the necessities of life. Applications for waivers for neighborhood organizations are available at the Clerk of the Board's Office and from the Planning Department at the Public Information Counter, located at 1660 Mission Street and on the Department's website (www.sfgov.cityplanning.org). To apply for an indigent fee waiver, contact Ms. Yvonne Ko at the Planning Department at 558-6386.

To file an appeal, the applicant must provide a \$400 check to the Clerk of the Board of Supervisors at the time of filing. If the applicant applies for and is granted a waiver, the Planning Department will return the check to the applicant. If the applicant applies for but is not granted a waiver, the Planning Department will deposit the check.

Refunds. An appellant is entitled to a refund of the \$400 fee for CEQA appeals if (1) the Planning Department rescinds its determination, or (2) the Board of Supervisors remands or rejects the environmental finding. The Planning Department will issue a refund to the appellant within four weeks of the Board of Supervisors' decision. Should you not receive a refund within four weeks, please contact Ms. Yvonne Ko at the Planning Department at 558-6386.

NEIGHBORHOOD ORGANIZATION FEE WAIVER REQUEST FORM

Appeals to the Board of Supervisors

This form is to be used by neighborhood organizations to request a fee waiver for CEQA.

Should a fee waiver be sought, an appellant must present this form to the Clerk of the Board of Supervisors or to Planning Information Counter (PIC) at the ground level of 1660 Mission Street along with relevant supporting materials identified below. Planning staff will review the form and may sign it 'over-the-counter' or may accept the form for further review.

Should a fee waiver be granted, the Planning Department would not deposit the check, which was required to file the appeal with the Clerk of the Board of Supervisors. The Planning Department will return the check to the appellant.

TYPE OF APPEAL FOR WHICH FEE WAIVER IS SOUGHT

[Check only one and attach decision document to this form]

- ☐ CEQA Appeals to the Board of Supervisors (including EIR's, NegDec's, CatEx's, and GRE's).

REQUIRED CRITERIA FOR GRANTING OF WAIVER

[All criteria must be satisfied. Please check all that apply and attach supporting materials to this form]

- ☐ The appellant is a member of the stated neighborhood organization and is authorized to file the appeal on behalf of that organization. Authorization may take the form of a letter signed by the president or other officer of an organization.
- ☐ The appellant is appealing on behalf of a neighborhood organization which is registered with the Planning Department and which appears on the Department's current list of neighborhood organizations.
- ☐ The appellant is appealing on behalf of a neighborhood organization, which was in existence at least 24 months prior to the submittal of the fee waiver request. Existence may be established by evidence including that relating to the organization's activities at that time such as meeting minutes, resolutions, publications, and rosters.
- ☐ The appellant is appealing on behalf of a neighborhood organization, which is affected by the project, which is the subject of the appeal.

APPELLANT & PROJECT INFORMATION [to be completed by applicant]

Name of Applicant:	Address of Project:
Neighborhood Organization:	Planning Case No:
Applicant's Address:	Building Permit No:
Applicant's Daytime Phone No:	Date of Decision:
Applicant's Email Address:	

DCP STAFF USE ONLY

- ☐ Appellant authorization
- ☐ Current organization registration
- ☐ Minimum organization age
- ☐ Project impact on organization

Planner's Name: _____

Date: _____

Planner's Signature: _____

BOARD AND COMMITTEE MEETING MINUTES

After the Board meeting, the Clerk announces the results of the meeting in a voice mailbox reached by calling 554-5555.

At or about 11:00 a.m. the morning after the Board meeting, the Clerk distributes the "Votes Agenda" showing the action taken and the vote on each item. This document is usually available on the Web by 5:00 p.m. on the day following the Board Meeting.

By Thursday, the Clerk distributes "Legislation Introduced by Board Members at the meeting," a list of items not on the agenda which were introduced. In addition to the title of the legislation, the document shows to which Committee the items were referred. Attached to the Legislation Introduced document is the "Clerk to Act" document which lists requests from Supervisors for preparation of legislation and letters of inquiry to departments. These documents include information about the Board actions at this meeting.

A draft of the formal minutes is available within ten working days of the meeting. The formal minutes are sent to the Board for approval later.

The results of Committee meetings are typically distributed the day after the meeting.

VI. Other Organizations within the Board

BUDGET ANALYST

The Budget Analyst reviews and reports on all financial matters before the Board. It also conducts audits as directed by the Board. The Budget Analyst contract is a Joint Ventures Agreement. The partners are Harvey M. Rose, Stan W. Jones, Debra A. Newman, and Rodriguez, Perez, Delgado and Company, and Mah and Louie.

OFFICE OF THE LEGISLATIVE ANALYST

The Office of the Legislative Analyst's mission is to provide independent and objective information, research and analysis to assist the legislative body as a whole in addressing policy issues. In addition, it provides individual support to the Board Members in creating and drafting legislation and policy issues. There are four staff members.

YOUTH COMMISSION

The Youth Commission's charge is to serve as liaisons and advocates for youth. They have held health day conferences, lobby days in Sacramento and initiated

legislation responding to youth issues. There are three staff members and 17 Youth Commissioners (ages 12 - 23).

ASSESSMENT APPEALS BOARD

The Assessment Appeals Board (AAB) hears property tax appeals and complies with the California Revenue and Taxation Code. There are four staff members and three Assessment Appeal Boards (a total of 16 Board Members).

SUNSHINE ORDINANCE TASK FORCE

Sunshine Ordinance Task Force is charged with ensuring that the City's Sunshine Ordinance is enforced. In essence, it assures those deliberations of the commissions, boards, councils, and other agencies are conducted before the people and that the City's operations are open for public review. There is an administrator assigned to this function.

VII. Miscellaneous

CERTIFICATES OF HONOR AND LETTERS OF COMMENDATION

The Board awards certificates of honor and letters of commendation.

Supervisors may issue letters of commendation and certificates of honor without limit. They are especially appropriate for groups of people. A format has been prepared for letters of commendation on our computer for easy printing.

Rules of Order 2.21.2 provides the following instructions:

- (a) No certificate shall be issued to a person or entity, which has received a certificate within the previous twelve months.
- (b) Each Supervisor desiring to issue a Certificate of Honor shall list the name of the proposed recipient on a computer document provided in Common; Certificate of Honor; Certificates of Honor year.doc.
- (c) Supervisors may indicate their desire to join in sponsoring the certificate. The primary sponsor shall then permit the additional Supervisors to sign the certificate.

IN MEMORIAMS

The Board adjourns meetings in memory of persons who recently passed away. At the end of each Board meeting, the Clerk reads the names of persons in whose memory the Board is adjourning. Names should be submitted to the Clerk prior to the end of the meeting. (See Appendix C under Supervisor's Forms.)

RECOMMENDATIONS TO CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT HEADS

The Charter prohibits Supervisors from suggesting personnel actions or contract actions to department heads. The Board does have the power of inquiry. When a Supervisor requests the Clerk to write a letter of inquiry on behalf of the Board, the requesting Supervisor should submit a written memorandum outlining the subject matter of a request.

CONFLICT OF INTEREST

Board Aides are subject to the conflict of interest laws. California's Political Reform Act prohibits public officials from making, participating in making, or in any way seeking to influence, government decisions in which they have a financial interest. Conflict of Interest statements for Board members are filed with the Ethics Commission. Aides file with the Office of the Clerk of the Board. Check with the City Attorney's Office for advice on potential conflicts of interest.

SAN FRANCISCO CITY CHARTER AND MUNICIPAL CODE (SFMC)

Available in hard back or on the City and County's web page at www.sfgov.org. A hardback copy of the City Charter and SFMC is available in the Clerk of the Board's office.

PUBLIC RECORDS

The Office of the Clerk of the Board is responsible for the official legislative files of the Board of Supervisors. For information regarding retention policies related to constituent correspondence, check with the Clerk of the Board or the City Attorney's Office.

VIII. Department Policies and Resources

BOARD MEETING ROOMS

Authority

The Chamber is available under direction of the President of the Board, subject to provisions in Rule 6.13. The other meeting space is available under direction of the Clerk of the Board as Department Head, subject to provisions, which may be adopted by the Board. A record of reservations for the facilities is kept in a red binder in the Clerk's office.

Rooms may not be used by non-government organizations.

Chamber

Under Rule 6.13 the President of the Board has the power and duty to provide general direction over the Chamber of the Board.

The President has directed the Clerk to permit the use of the Chamber as follows:

- (a) For meetings of the full Board.
- (b) For meetings of committees of the Board when the committee hearing room is in use by another committee.
- (c) For meetings of committees of the Board when attendance at a committee meeting is expected to be so great that the committee hearing room is inadequate.
- (d) For brief visits by groups led by City Hall Docents; visits by school groups; or visits by guests of officials of the City.
- (e) For brief incidental filming by local television crews as background location for a news story or editorial with nameplates of Supervisors not to be filmed.

The President may grant the use of the Chamber for the following additional purposes when it is not scheduled for business of the Board. Such requests shall be routed through the Clerk of the Board:

- (a) For a meeting held by an agency of the regional, Federal, State or City and County governments for the transaction of public business when it is clear that its normal meeting facilities will not be able to handle an audience of unusual size. On occasions when the President will not be available to make a timely decision on such a request, the Clerk is authorized by the President to grant such permission.
- (b) For a ceremonial function, such as an inauguration ceremony.

Approval of the use of the Chamber shall be on the conditions of:

- (1) no smoking
- (2) no eating
- (3) no moving furniture
- (4) leaving the Chamber in the condition in which it was found.

Meeting Facilities other than the Chamber

As Legislative Administrator, the Clerk of the Board shall permit the use of the committee hearing room and the conference room for the following purposes in the following priority order with lower listed users required to vacate the room when a higher user desires the room:

Committee Hearing Room

- (a) For full Board closed sessions.
- (b) For meetings of Board committees.

- (c) For City government meetings requested by a Board member when a Supervisor or an aide will be present.
- (d) For meetings of City political committees only when required by state law to meet in City Hall.
- (e) For occasional meetings of other City government groups at the discretion of the Clerk (who shall consult with the President in the event of any question of appropriateness) when there is no other appropriate place to meet.
- (f) The Clerk shall not permit the regular use of the Committee Hearing Room for purposes other than those listed above without approval by motion of the Board.
- (g) The Clerk shall not permit the use of the Committee Room to be used by private or non-profit organization.

Conference Room

- (a) For meetings requested by a Board member when a Supervisor or an aide will be present.
- (b) For occasional meetings of City government groups at the discretion of the Clerk (who shall consult with the President in the event of any question of the appropriateness) when there is no other appropriate place to meet.
- (c) The Clerk shall not permit the regular use of the Conference Room for purposes other than those listed above without approval by motion of the Board.
- (d) The Clerk shall not permit the use of the Conference Room to be used by private or non-profit organization.

COMMON FOLDER [Includes copies of forms, various documents and Department policies (See Appendix C)]

COMPUTER HARDWARE/SUPPORT

The department has a LAN (Local Area Network) with Windows98XP. The word processing software is Microsoft Word.

Each office has four Pentium PCs with Windows98XP, and a networked printer and fax machine.

The Office of the Clerk of the Board has Information Systems staff who provide computer training, maintenance, and consultation. The staff works closely with the Department of Telecommunications and Information Services.

COMPUTER USAGE

The following are requirements for the appropriate use of the computer systems of the Board based on efficiency and law:

1. The computers may not be used for personal or private business, may not be used to support or oppose any candidate or ballot proposition (even if that

proposition has been approved by the Board), and may not be used to record political campaign contributions or for any campaign related matters.

2. Users shall log off their equipment before leaving offices.
3. The computer system is occasionally unavailable because of maintenance by the System Administrator. Do not plan to use the system then. Advance notice will be provided.
4. The Office has standardized software. The suite is Microsoft Office. Please note that no other office suites are permitted, e.g. Lotus Suite. In addition, the City Hall network is not configured to accept Apple hardware.
5. Users shall obtain the approval of the Information Systems Administrator prior to installing software on the Office's computers, including any free software downloads off the Internet.

NOTE: The Department has a "Computer Use Policy" that governs access to and the appropriate use of the computer systems of the Board based on efficiency and law. Aides should review this policy and become familiar with its content.

LEGISLATIVE HISTORY (LEGISTAR PROGRAM)

The Legistar Program provides access to the legislative history of Board actions since August 1998. Other systems are available to track legislative history prior to that date.

MAILINGS TO CONSTITUENTS IF NOT CAMPAIGN RELATED

A State law prohibits mass mailings by elected officials. It is enforced by the Fair Political Practices Commission (FPPC). A mass mailing is one in which one month contains 200 copies of substantially identical material. Contact the Office of the City Attorney for advice.

BOARD MEMBERS' MAIL

Incoming mail is placed in individual Board members' mail boxes in Room 275. Outgoing mail is placed in trays for that purpose in the Clerk's Office mailroom. Letters addressed to the Board as a whole appear as the last item of the weekly Board agenda (under Petitions and Communications).

CITY SEAL

The San Francisco Administrative Code describes the City Seal in general terms and provides that the Clerk of the Board shall be the custodian of the City Seal.

The City Seal may be used only for the official business of the City and County of San Francisco. It may be obtained from the Reproduction Bureau. The City Seal, or anything that could be easily mistaken for the City Seal, may not be used for commercial purposes or by organizations, no matter how worthy, other than the City and County of San Francisco. In case of doubt about whether the City Seal may be used, consult the Clerk.

PHOTOCOPY MACHINES

A photocopy machine for Supervisors' offices is located in Room 275. In addition, there are two photocopy machines in the Clerk's office. Use of the machine requires an access code provided by the Clerk.

PARKING PASSES

A parking pass is provided to each of the two Legislative Assistants in each Supervisor's Office for their specific use. The Performing Art Center Garage on Grove Street is the official parking lot.

OVERTIME POLICY

Overtime pay is not available for Supervisors or their Aides.

BUILDING EVACUATION AND EARTHQUAKE POLICY

EVACUATION LOCATION FOR BOARD OF SUPERVISORS

Joseph L. Alioto Performing Arts Piazza (Civic Center Plaza).

1. When an alarm sounds, calmly proceed with your staff via the stairs immediately out of City Hall to evacuation location.
2. Designate someone in your office to assure that staff, interns, volunteers and visitors exit the office.*

*Persons with special needs who are unable to exit building via stairs are to report to designated area, Room 265 (men's bathroom), and Room 283 (women's restroom) and await assistance. There is a call button in the restrooms to use to call the Sheriff's Department (x47251) to advise them of the person's presence.

3. At the designated evacuation location, someone from the Clerk of the Board's office will raise a sign indicating Department's name.
4. Someone from the Clerk of the Board's office will have a roll call list. Check in so you can be counted. Please let roll call taker know of any known absences.

5. A designated person from Administrative Services will ask for names of missing staff.
6. Building Management will give the OK to re-enter the building. We will be told by a Building Management Representative.
7. Once the building has been cleared staff may re-enter the building. Staff is instructed to bring employee identification for quick access to the building.

Most offices have purchased emergency supplies for use in case of an earthquake, or other disaster. The City Hall is considered the recovery facility for City Government and community needs. The basic instructions are to duck, cover, and hold onto something. Do not look out of the window.

ERGONOMICS POLICY

It is the policy of the Clerk of the Board to provide its employees a safe and healthy workplace. Employees will be provided access to training provided by the Department of Public Health, Occupational Safety and Health Section.

Preventive measures, such as proper work habits and exercises to relieve physical tension caused by working in one position and repeating the same motions, will be encouraged.

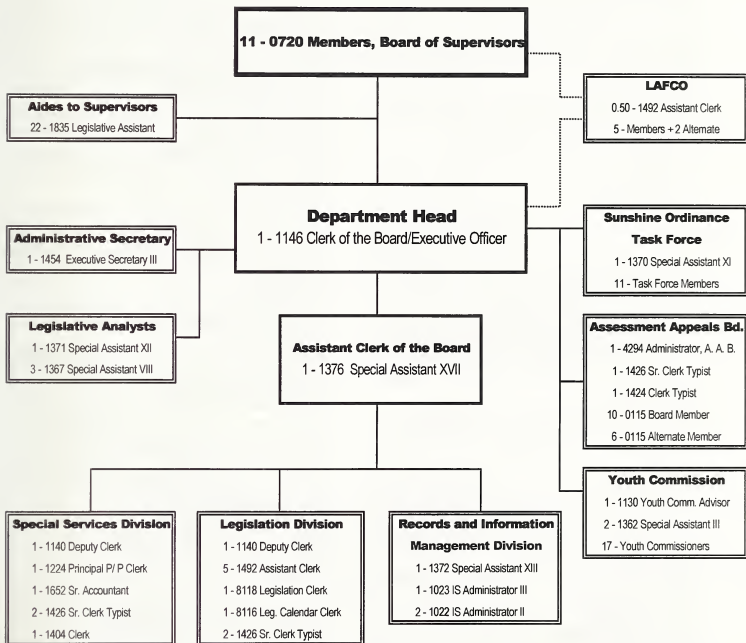
Requests by employees to purchase equipment to remedy ergonomic situations will be addressed on an individual basis, and all requests are subject to budgeting constraints within the Office of the Clerk of the Board.

APPENDIX A

Organization Chart

Board of Supervisors

Fiscal Year 2003-2004



APPENDIX B

(NOTE: This document is on the Computer in Common/General Information/Quick Reference Guide.

WHAT	WHO or WHERE
Absence, Notice of (Supervisors)	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Application to Serve on Board/Commission	Forms File, Clerk's Office/Room 244; Internet Submit applications to Rules Committee Clerk
Appointments to Board/Commission	Rules Committee Clerk
Brown Act	Internet: http://caag.state.ca.us/
Budget Analyst	Harvey Rose (4-7642)
Business Cards	Ohn Myint (4-7704)
Certificates of Honor Blue Padded Folder and Ribbon Blue Paper Folder Gold Seals Certificate Paper	Ohn Myint (4-7704) Lolita Espinosa (4-7708) Eng Eng Chan (4-7707) Supply Closet #2, Rm. 244
Charter	Clerk's Office/Room 244 Internet: www.sfgov.org ; click on Municipal Codes To order hard copies: Madeleine Licavoli (4-7722)
City Hall Front Lobby	554-4000
Clerk to Act letters	Lolita Espinosa (4-7708)
Clerk to Act, Board Agenda	Computer: Common Folder/Clerk to Act
Codes, Municipal (Administrative, Health, Planning, Police, etc.)	Clerk's Office/Room 244 Internet: www.sfgov.org ; click on Municipal Codes To order hard copies: Madeline Licavoli (4-7722)
Committees: Budget & Finance City Operations & Neighborhood Services Government Audit & Oversight Land Use Rules City and School District Select Committee on Ending Gun & Gang Violence Local Agency Formation Commission	Clerk / Legislative Analyst: Victor Young (4-7723)/Andrew Murray(4-7781) Linda Laws (4-4441)/Shauna Johnson(4-7782) Deborah Muccino (4-4447)/ Mary Red (4-4442)/ Gabriel Cabrera (4-7787) Gail Johnson (4-4445)/Shauna Johnson(4-7782) Annette Lonich(4-7706) Deborah Muccino (4-4447) Gloria Young (4-5184)
Computers/Printers (including print cartridges)	Computer Help Desk (4-4964)
Customer Service Awards	See Certificates of Honor
Employee Handbook published by Department of Human Resources	Available on website: www.sfgov.org/dhr
Fax cartridges	Computer Help Desk (4-4964)
Files in Storage, Request for	Chris Rustom (4-7718)
First Aid Kit	Clerk's Office/Room 244 (mailroom)
Foreign Language Interpreter, Request for	Forms File, Clerk's Office/Room 244 Submit completed forms to Ohn Myint (4-7704)

WHAT	WHO or WHERE
Forms (other City departments)	City Intranet: http://citycenter
Furniture (excess—removal to warehouse)	Madeleine Licavoli (4-7722)
Furniture/Equipment Purchases	Ohn Myint (4-7704)
Hanging things on walls (pictures, shelves, etc.)	Madeleine Licavoli (4-7722)
In Memoriam Form	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Introduction Form and Introduction Form For Immediate Adoption—Not on Agenda	Forms File, Clerk's Office/Room 244 Computer: Common Folder/Supervisors Forms Submit completed forms to Clerk of the Board
Keys	Linda Wong (4-7703)
Legislation Introduced (current week)	Renee Craig (4-7701)
Legislation Introduced (previous weeks)	Debbie Roddy (4-7709) Board website: www.sfgov.org/bos
Legislation (period between being passed by Board and one week following Mayor's signature)	Renee Craig (4-7701)
Legislative Analysts	Gabriel Cabrera (4-7787) Shauna Johnson (4-7782) Andrew Murray (4-7781)
Legislative Analyst Reports	Internet: www.sfgov.org/bos
Legislative Expense Account	Ohn Myint (4-7704)
Lost & Found	Building Operations / Room 8 / 4-4933
Mailboxes	Room 244: Accessible: 8:00 a.m. - 5:00 p.m. Room 275: Mail delivered by 11:00 a.m. and 4:30 p.m.
Mail: Inter-Department (outgoing box)	Clerk's Office/Room 244 (mailroom) Outgoing: 9:30 a.m. and 2:30 p.m.
Mail: Personal	Take to U.S. mailbox (first floor/City Hall)
Off-Site Meeting Checklist, Supervisors	Forms File, Clerk's Office/Room 244
Off-Site Meeting Checklist, Clerk's Office	
Office Supplies (basic/most commonly used)	Supply Cabinet Room 275
Office Supplies (items not in supply closet)	Eng Eng Chan (4-7707) catalog/order forms
Parking Permit (Aides/Supervisors)	Linda Wong (4-7703)
Payroll/Personnel	Eng Eng Chan (4-7707)
Pest Control (within the offices)	Madeleine Licavoli (4-7722)
Police (Northern Station)	553-1563
Reception Desk/Clerk's Office/Room 244	554-5184
Reimbursement (conferences)	Ohn Myint (4-7704)
Reproduction Services (875 Stevenson Street)	Order Forms: Ohn Myint (4-7704) Signature of Deputy Clerk required
Resolution/Ordinance/Motion (templates)	Computer: Common Folder/Shared Templates
Resolution/Ordinance/Motion paper	Supply Closet/Clerk's Office/Room 244

WHAT	WHO or WHERE
Room Reservations (Chamber/250, Committee/263, Conference/278)	Lolita Espinosa (4-7708) Forms File, Clerk's Office/Room 244
Room Reservations (City Hall - Rooms 34, 82, 400, 408, 416, 421)	Building Manager's Office (4-4933)
Rules of Order	Forms File, Clerk's Office/Room 244 Computer: Common/Rules of Order Internet: www.sfgov.org/bdsupvrs
Security, City Hall (Sheriff's Department)	4-6066 or 4-6067 (including after hours)
Sheriff	Room 456; 4-4676
Sign Language Interpreter, Request for	Forms File, Clerk's Office/Room 244 Submit completed form to Ohn Myint
Statement of Economic Interests (Form 700) Assuming: within 30 days of hire Departing: within 30 days of separation Annual: April 1	Forms File, Clerk's Office/Room 244 Internet: www.fppc.ca.gov All Completed forms to Linda Wong (4-7703)
Sunshine Ordinance	Frank Darby, Administrator (4-7724) Forms File, Clerk's Office/Room 244 Administrative Code, Chapter 67 Internet: www.sfgov.org/bos
Supervisor of Assistant Clerks: Gail Johnson, Linda Laws, Deborah Muccino, Mary Red, Victor Young	Deputy Director (4-7711)
Supervisor for Legislative Unit: Joy Lamug, Annette Lonich, Renee Craig	Deputy Director (4-7711)
Supervisor for Staff Resources/Fiscal Management Unit: Eng Eng Chan, Ohn Myint	Michael Stover, Deputy Director (4-4446)
Supervisor for Operations Unit: Lolita Espinosa, Chris Ruston	Madeleine Licavoli, Deputy Director (4-7722)
Supervisor of Records and Information Management Staff: Erasmio Vazquez, Alvin Moses, John Tse	Frank Darby (4-7725)
Supervisor's Handbook	Clerk's Office/Room 244 Computer: Common/Supervisors Handbook Internet: www.sfgov.org/bos
Tapes, audio – Board/Committees	Lolita Espinosa (4-7708)
Tapes, Video – Board/Committees	SFGovTV –554-4188
Telephone Directory, City & County	Internet: www.sfgov.org
Telephone Help Line (DTIS)	550-2774
Telephones	Madeleine Licavoli (4-7722)
Temperature (office) Complaints	Building Maintenance 4-4933
Thirty-Day List	Computer: Common Folder/Thirty Day Rule
Training Computer Microsoft Office, Word, Excel, etc. Legistar, ISYS	Frank Darby (4-7725)

What You Should Know about the Common Folder

Introduction

The Board's computer system includes a 'Common' folder and a series of subfolders which is used by the Clerk of the Board to post and share information with the Supervisors' offices and their staffs. Except for select staff in the Clerk of the Board, BOS users have read-only access to the Common folder and its subfolders. This prevents users from accidentally deleting or modifying information posted there.

Users can create their own modifiable copy of any document in the Common folder area by performing a 'Save As' operation and saving to any location inside their individual Supervisor's folder structure.

Subfolders Under Common

Agenda

Copies of committee agendas in Word for Windows formats are kept here. You may save a copy to your own folder(s), and add comments for your Supervisor.

Clerk to Act

Copies of the Board Agenda's Clerk to Act section are kept here. We currently keep about a year.

Computer Tips

Information to make your life with the Board's computer system a little easier.

General Information

Including Quick Reference Guide-Whom to Call Listing, Supervisors Phone Numbers, Off Site Checklist, City Seal.

Isysdata

Our searchable databases are kept here, including 25 years of Board meetings, 4 years of communications, the Legistar manual, the SF BOS Rules of Order and the SF Building Inspection Codes (Building, Electrical, Housing, Mechanical and Plumbing). Be sure to go to the Isys class if you haven't yet.

Legislative Analysts Reports

Request Forms.

Rules of Order

This is a copy of the Board's procedures in conducting its legislative business.

Shared Templates

Includes templates for drafting ordinances, resolutions, and motions, including a motion for scheduling an off-site Board meeting.

Supervisors Forms

Includes internal forms for introducing legislation, requesting items be placed in the Imperative agenda, leaves of absence, in memoriam and Legislative Analyst research requests, and the Dept. of Elections form for submitting ballot arguments.

Supervisors' Handbook

Contains general Information useful to Supervisors and their aides, including how the Board works, the history of the Board, biographical info on current supervisors.

Supervisors Terms

A spreadsheet listing the Supervisors and terms in alphabetical order.

Thirty Day Rule

Document listing all legislation that falls under the 30-Day Rule. Updated weekly.

Training Manuals and Outlines

Manuals of software systems used by the Board. Look in this folder for the complete lsys query.

Vacancy Notices

Copies of notices of vacancies on boards and commissions.

Weekly Meetings

Weekly schedule of meetings in Board rooms.

ATTACHMENT D

OFFICE OF CLERK OF THE BOARD
Legislative Division

Outline on How a Matter Moves Through the Process

Monday by 9:00 a.m. is the deadline for Supervisors to submit resolutions or motions to be placed on the upcoming Tuesday's agenda For Adoption without Committee Reference portion of the agenda for action.

Monday by 9:00 a.m. is the deadline for Departments to submit matters, which will appear on the back of the second following Tuesday's agenda, for referral to committee.

Tuesday Board Meeting - Roll Call for Introduction by Supervisors or Mayor. Roll Call items for Introduction must be electronically submitted to BOS Legislation prior to the Board meeting or on the Board meeting day.

At this portion of the agenda, each Supervisor may introduce matters (resolution, ordinance, motion, charter amendment, hearing requests) for referral to committee, matter for adoption without committee reference for the next meeting, matter to be heard as a Committee of the Whole by the full Board where the public can come and testify). Each Supervisor may introduce resolution or motion for immediate action on the day of introduction. It requires findings (commendatory or serious injury findings and the Brown Act finding) to be adopted before the main legislation is voted on.

Wednesday after the meeting - Every legislative matter submitted by the Supervisor or Mayor is listed on the Legislation Introduced Report (ordinance, resolution, charter amendment, motion, and hearing). The report is usually available Thursday.

Legislative Matter File created - Each legislative matter introduced is assigned a File Number and will track the status of the matter as it moves through the process.

Committee referrals

Committee Pending List
Committee Agenda
Publication/posting
Committee Packet
Committee Hearing
Committee Recommendation

Board action

Board Agenda
Publication/posting
Board Packet

Board Meeting

Roll Call - Matters submitted by Supervisor or Mayor

Roll Call - Imperative matters

Roll Call - Requests, In memoriams

Mayor action

Approval

Disapproval (veto) (requires further action by Board)

Returned unsigned (goes into effect without his signature)

Enacting number assigned

Distribution

Certification

Archived - All legislative matters are kept as permanent records.

Information and Access - Via Internet

Office of Clerk of the Board
Legislative Division

Action:	Who to Call:
After Tuesday: Roll Call for Introduction by Supervisors or Mayor. Every legislative matter submitted by the Supervisor or Mayor is listed on the Legislation Introduced Report (ordinance, resolution, charter amendment, motion, hearing). (The report is available Thursday)	Kay Gulbengay 4-7711 Debbie Roddy 4-7709
Wed. by 12:00 noon: Deadline for Supervisors to submit resolutions or motions for the upcoming Tuesday's agenda For Adoption Without Committee Reference.	Kay Gulbengay 4-7711 Debbie Roddy 4-7709
Mon. Noon: Deadline for Departments to submit matters (which will appear on the back of the second following Tuesday's agenda for referral to committee.)	Debbie Roddy 4-7709
COMMITTEE REFERRALS Committee Pending List; Committee Agenda; Publication/posting; Committee Packet; Committee Hearing; Committee Recommendation	Assistant Clerks: Gail Johnson 4-4445 Mary Red 4-4442 Deborah Muccino 4-4447 Mary Red 4-4442 Victor Young 4-7723 Linda Laws 4-4441
BOARD MEETING MATTERS	
Board Agenda; Publication/posting	Annette Lonich 4-7706
Board Packet Preparation	4-7711
Board Packet Distribution	Madeleine Licavoli 4-7722
Board Meeting	4-7711
MAYOR ACTION: Approval; Disapproval (veto) (requires further action by Board); Returned unsigned (goes into effect without his signature)	The Mayor has ten days to act (Charter Section. 2.105) Renee Craig 4-7701
ENACTED LEGISLATION (Number is assigned) Distribution; Certification	Search Legistar Record by File Number. • Enacted Number • Final Action Or View History for Mayor's approval date. For copy - Call Special Services Division 4-5184
ARCHIVE	Call Records and Information Management

Office of Clerk of the Board
Legislation Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
**	<p><u>9:00 am</u></p> <p>Departments may submit by 12:00 noon electronic version</p> <p><u>12:00 noon</u> <u>BOS Legislation</u> with 1 original and 4 copies of legislation to appear on the back of the <u>second following Tuesday's agenda</u> for referral to committee.</p> <p>If Department misses above deadline, may ask a Supervisor to introduce the matter at the next Board meeting (Tuesday).</p>	<p><u>12:00 Noon</u></p> <p><u>Supervisors</u> must electronically submit to the Clerk of the Board <u>BOS Legislation</u> items to be introduced on Roll Call at the Board Meeting</p> <p><u>2PM Board Meeting</u></p> <p>Supervisor verbally introduce matters during Roll Call for Introduction at a Board meeting On his/her own behalf or as Sponsors for Departments.</p>	<p><u>8:00 am</u></p> <p>Board Agenda generated for next Tuesday meeting</p> <p><u>9:00 am</u></p> <p><u>Supervisors</u> may submit resolutions or motions for the following Tuesday's agenda For Adoption without Committee Reference portion of the agenda for action.</p> <p><u>11:00 am</u></p> <p>"Votes" Summary of Tuesday previous meeting</p> <p><u>5:00 pm</u></p> <p>Passed legislation is transmitted to the Mayor. Mayor has 10 days to return legislation</p> <p><u>7:00 pm</u></p> <p>Finalize next Tuesday's Agenda</p>	<p><u>12:00 noon</u></p> <p><u>3:00 pm</u> Legislation Introduced</p> <p>Submit ads for publication of next Tuesday's Agenda, summary of Actions and Legislation Introduced</p> <p><u>4:00 pm</u></p> <p>Agendas sent to DTIS for posting on Web</p> <p><u>5:00 pm</u></p> <p>Tuesday's Agenda Packet distributed to Board Members and staff.</p>		<p>Publication Of Agendas</p>

**BOARD OF SUPERVISORS – DOCUMENTS AVAILABLE ONLINE
STAFF REFERENCE SHEET**

INTERNET	SFGOV INTRANET: CITY CENTER	INTRANET:CLERK OF THE BOARD
www.sfgov.org/bdsupv/ Access: Board of Supervisors Related Links: Assessment Appeals Board LAFCO Sunshine Ordinance Task Force Youth Commission	http://intranet/ Access: Employees Forms (click on forms/click on forms by department to access forms listed below) Phone Book Services Technology	http://www.sfgov.org/intranet/ Requires Log On and Password Access: Forms and Documents specific to the Office of the Clerk of the Board.
BOARD OF SUPERVISORS:	CITY CENTER – BOARD OF SUPERVISORS	CLERK OF THE BOARD
Agendas: sfgov.org click on board of supervisors/click on meeting information: <ul style="list-style-type: none"> • Board Agendas (1998 to current) • Committee Agendas (current) 	Grant Package	Committee Clerks Procedural Manual
Appeal of City Planning Commission Decision Form (Conditional Use Appeal Form): sfgov.org Click on board of supervisors/click on clerk of the board	Motion Package	Deputy Director, Legislative Division Procedural Manual
Board Minutes: sfgov.org Click on board of supervisors/click on meeting information	Ordinance Package	BOS COB Departmental Disaster Plan
Boards/Commissions Applications and Vacancy Notices: sfgov.org Click on board of supervisors/click on vacancy notices	Resolution Package	Efficiency Plan
City Charter: sfgov.org Click on board of supervisors/click on about the board		
City Departments Prop “J” Form: sfgov.org Click on board of supervisors/click on clerk of the board		Forms
District Information and Map: sfgov.org Click on board of supervisors/click on district information		Illness & Injury Prevention
INTERNET	INTRANET: CITYCENTER	INTRANET:CLERK OF THE BOARD
Legislative Analyst Reports: sfgov.org Click on board of supervisors/click on legislative analyst		Legislative Analyst Request Form
Legislation Introduced: sfgov.org Click on board of supervisors/click on legislation introduced <ul style="list-style-type: none"> • Legislation Introduced (October 22 to 		Records Retention Schedule

current)		
Resolutions/Ordinances/Motions: sfgov.org Click on board of supervisors/click on resolutions/ordinances/motions •Resolutions (2000 to current) •Ordinances (2000 to current) •Motions (2002, 2003)		Records Retention and Destruction Policy
Rules of Order: sfgov.org Click on board of supervisors/click on about the board		Staff Contact Information
Supervisors Handbook: sfgov.org Click on board of supervisors/click on about the board		Succession/Knowledge Management Plan
Votes: sfgov.org Click on board of supervisors/click on meeting information •Votes (August 2002 to current)		
RELATED LINKS:		
ASSESSMENT APPEALS BOARD		
Agenda: sfgov.org Click on board of supervisors/click on assessment appeals board/click on agenda •Board 1 •Board 2 •Board 3		
Agent Authorization Form: sfgov.org Click on board of supervisors/click on assessment appeals board/click on forms and documents		
Application for Changed Assessment: sfgov.org Click on board of supervisors/click on assessment appeals board/click on forms and documents		
INTERNET	INTRANET: CITYCENTER	INTRANET:CLERK OF THE BOARD
RELATED LINKS: Assessment Appeals Board		
Filing: sfgov.org Click on board of supervisors/click on assessment appeals board/click on filing		
Forms: sfgov.org Click on board of supervisors/click on assessment appeals board/click on forms		
Hearings (Information about Preparing for Hearings): sfgov.org Click on board of supervisors/click on assessment appeals board/click on hearings		
Member List: sfgov.org Click on board of supervisors/click on assessment appeals board/click on members		
RELATED LINKS:		

LOCAL AGENCY FORMATION COMMISSION		
Commissioners/About LAFCO: sfgov.org Click on board of supervisors/click on Local Agency Formation/click on about SFLAFCO		
Meeting Information: Notices, Agenda & Minutes sfgov.org Click on board of supervisors/click on Local Agency Formation/click on meeting information		
Vacancies: sfgov.org Click on board of supervisors/click on Local Agency Formation/click on vacancies		
RELATED LINKS: SUNSHINE ORDINANCE		
Agenda (Task Force): sfgov.org Click on board of supervisors/click on sunshine ordinance/click on meeting information •Agenda (2000-current) •Archives (1998-1999)		
Committee Agenda and Minutes: sfgov.org Click on board of supervisors/click on sunshine ordinance/click on standing committee		
INTERNET	INTRANET: CITYCENTER	INTRANET:CLERK OF THE BOARD
RELATED LINKS: Sunshine Ordinance		
Meeting Schedule: sfgov.org Click on board of supervisors/click on sunshine ordinance/click on meeting information		
Member List: sfgov.org Click on board of supervisors/click on sunshine ordinance/click on about us		
Minutes: sfgov.org Click on board of supervisors/click on sunshine ordinance/click on meeting information •Minutes (2000-current) •Archives (1998-1999)		
Standing Committees: sfgov.org Click on board of supervisors/click on sunshine ordinance/click on meeting information		
Sunshine Ordinance: sfgov.org Click on board of supervisors/click on sunshine ordinance/click on about us		
RELATED LINKS		
YOUTH COMMISSION		
Meeting Information: Agendas and Minutes		

for Commission and Committees: sfgov.org Click on board of supervisors/click on youth commission/click on meeting information		
Member List: sfgov.org Click on board of supervisors/click youth commission/click on about us		
Documents and Publications: sfgov.org Click on board of supervisors/click on youth commission/click on documents and publications		
News and Announcements: sfgov.org Click on board of supervisors/click on youth commission/click on news and announcements		

J/groups/clerk's office/online documents/document reference sheet 1/27/03 – Updated 9/2/03

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